



Job Announcement

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Opening Date:	March 13, 2009	Closing Date:	April 3, 2009
Job Title:	District Court Commissioner	Position Type:	Contractual Full Time
PIN:	CN951101	FLSA Status:	Exempt
Location:	District 11, Washington County Hagerstown, Maryland	Salary:	\$44,158
		Financial Disclosure:	Yes

Essential functions: District Court Commissioners are judicial officers involved in conducting initial appearances, issuing charging documents, summonses and warrants, setting and accepting bonds or determining conditions of pre-trial release for arrested persons. District Court Commissioners receive general supervision from a District Court Managing Commissioner or Administrative Commissioner and perform the full range of duties with complete independence after an initial period of training and orientation. District Court Commissioners are assigned to day, evening or night shifts, or serve in an "on-call" capacity, and are subject to call-in during emergencies and staffing shortages. Work is performed in a District Court building, police station or Central Booking facility. Employees may be exposed to individuals who are hostile, emotionally charged and/or unhealthy or wounded.

District Court Commissioners are appointed by the Administrative Judge of the assigned District with the approval of the Chief Judge. District Court Commissioners serve at the pleasure of the Chief Judge.

Education: B.S. or B.A. degree from an accredited college or university.

Skills/Abilities: Demonstrated experience using a personal computer and the ability to type efficiently. Excellent interpersonal skills as well as a professional demeanor. Candidate must have the ability to make decisions based on criteria set forth in the Law and Administrative regulations. In addition, candidate must have the ability to work day, evening, or night shifts including weekends. Must be able to travel to various court locations in District 11. Ability to perform all essential functions of the position.

NOTE: EMPLOYEE MUST RESIDE IN WASHINGTON COUNTY UPON EMPLOYMENT.

Application for DC Commissioner (DCA89) must be submitted. To receive application, please call Timothy Haven, Administrative Commissioner at 240-420-4663 or download the application from our website: www.mdcourts.gov. Materials must be received by 4:30 p.m. on the closing date at the address below:

Timothy Haven, Administrative Commissioner
District Court of Maryland
Office of the Commissioner
36 West Antietam Street
Hagerstown, MD 21740

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.